



DEPARTMENT OF THE ARMY
405TH AFSB, LOGISTICS READINESS CENTER WIESBADEN
UNIT 29632
APO AE 09005-9623

ASEU-LWI

28 February 2014

MEMORANDUM FOR all Non Tactical Vehicle (NTV) users supported by the Logistics Readiness Center (LRC) Wiesbaden

SUBJECT: Standard Operating Procedure (SOP) for Transportation Motor Pool

1. References:

- a. AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), 30 Sep 93.
- b. GSA/USAREUR Memorandum of Understanding (MOU), 9 Jan 04.
- c. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 10 Aug 04.
- d. AE Regulation 385-55, Prevention of Motor-Vehicle Accidents, 13 Feb 06.
- e. AE Regulation 600-55, Driver-and Operator-Standardization Program, 8 Feb 07.
- f. DOD 4500-36R, Management, Acquisition, and Use of Motor Vehicles, 16 Mar 07.
- g. AE Regulation 58-1, Management, Acquisition, and Use of Nontactical Vehicles, 25 Apr 07.
- h. AR 600-55, The Army Driver and Operator and Standardization Program (Selection, Training, Testing, and Licensing), 18 Jun 07.
- i. Memorandum, IFMS Letter, 22 Feb 10, Subject: Policy Memorandum 003, Agency Incurred Expense Procedure.
- j. AE Regulation 55-1, United States Army Motor-Vehicle Operations on Public Roads, 24 Jun 11.
- k. Memorandum, USAG Wiesbaden, 9 Jul 12, Subject: U.S. Army Garrison Command Policy Letter 24, Nontactical Vehicle Official Use Guidelines.

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l. Memorandum, 405th AFSB, Logistics Readiness Center (LRC) Wiesbaden, ESSO/AAFES Fuel Card Policy, 6 Feb 13.

m. AE Regulation 690-64, Standards of Conduct, Corrective Actions, Termination Process and Grievances (Local National Employees in Germany), 15 Apr 13.

n. AR 735-5, Property Accountability Policies, 22 Aug 13.

o. AR 750-1, Army Materiel Maintenance Policy, 12 Sep 13.

2. Purpose: This SOP prescribes responsibilities, policies, guidance, and procedures for requesting nontactical vehicle (NTV) support from the 405th AFSB, LRC, Transportation Motor Pool (TMP). The provisions of this SOP are applicable to all organizations, activities, and individuals requesting and/or receiving transportation support from the TMP.

3. Responsibilities:

a. Unit commanders and section heads are responsible to ensure that adequate controls are in effect to insure that NTVs are used only for official business and cleanliness is maintained. The two key measures to be taken to ensure that assigned NTVs are effectively controlled and managed is to appoint a responsible individual as the Unit Transportation Coordinator (UTC) and to ensure that senior occupants of NTVs are made fully aware of their responsibilities. Commanders will also ensure that reimbursement is made to the 405th AFSB LRC Director for:

(1) Damage to NTVs.

(2) Use of NTVs for other than BASOPS purposes, i.e. training, inspections, TDY, etc.

(3) Use of NTVs outside the permissible operating distance (POD).

(4) Additional costs associated with the procurement of inserts or extras such as automatic transmission ordered for assigned NTVs under the IFMS procurement program.

b. Unit Transportation Coordinators (UTC) responsibilities are outlined in reference 1(c) and at enclosure 1. In addition UTC's will:

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(1) Maintain 100% accountability of all NTVs, whether dispatched from the general dispatch fleet or dispatched on a recurring basis to the unit by:

(a) Ensure U.S. government vehicle operators have valid I.D. card, Driver's license (OF 346) and USAREUR driver's license (AE Form 190) and applicable Host Nation License for Local Nationals.

(b) Ensuring that each trip in the NTV is authorized by the person responsible for that vehicle, that the trip tickets are completed by each operator with the destination, and the end mileage, that appropriate key control measures are taken and that the fuel keys and, if available, fuel cards are secured and maintained in accordance with reference 1(m).

(c) Ensuring that the daily PMCS and damage checks are conducted and recorded.

(2) Ensure that appropriate controls are in effect to ensure that any usage of NTV for non-BASOPS purposes or outside the 100 KM POD is approved and funding authorization has been provided to TMP.

c. Senior occupant's responsibilities are outlined in reference 1(c) and at enclosure 2 of this SOP. In addition in the event of an accident or incident the senior occupant will complete the SF 94 Statement of Witness.

d. Supervisor of the vehicle operator responsibilities are outlined in reference 1(c) and at enclosure 3.

e. Vehicle operator responsibilities are outlined in reference 1(c) and at enclosure 4

4. General Operational Information:

a. The TMP is located within the Mainz-Kastel Housing Area, in Mainz-Kastel, Germany. The TMP is open Monday through Friday, except on German and American holidays. The commercial prefix is 0611-143-548-XXX. US mailing address: 405th AFSB, Logistics Readiness Center (LRC)-Wiesbaden, ATTN TMP, Unit 29632, APO AE 09005-9623. German mailing address: 405th AFSB, Logistics Readiness Center, Unit 29632, ATTN: TMP, building 7514, Wiesbadener Strasse 78, 55252 Mainz-Kastel. Locations and operating hours for the functional areas of the TMP are the following:

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Area	Building Location	Hours of Operation	Phone	Fax
TMP Manager	7514	0730 – 1200 1300 – 1600	548-7840	548-7844
Reimbursements / Funding	7514	0730 – 1200 1300 – 1600	548-7808	548-7844
C/Operations	7514	0730 – 1200 1300 – 1600	548-7809	548-7844
Dispatch / Vehicle Requests	7514	0730 – 1200 1300 – 1600	548-1800/7843	548-7844
Dispatch / Accidents	7514	0730 – 1200 1300 – 1600	548-1800/7843	548-7844
Fuel Key / Cards	4004	0730 – 1600	334-2652/2658	N/A
POL Station Car Wash *with Fuel Key	7549	Call for operating hours	548-7809	548-7809

b. Requests for NTV support from the general dispatch fleet which will not generally be for periods more than 2 working days will be forwarded to the UTC by the requestor in the format provided in enclosure 5. Upon receipt of the request the UTC will:

(1) Determine if the NTV request is valid (i.e. the purpose of the request meets the requirements for official use). Where there is any doubt a request for clarification will be forwarded to the Staff Judge Advocate (SJA) for clarification. A copy of this clarification request will be forwarded to the TMP.

(2) Determine if the requirement can be met either by diverting assigned NTVs or by consolidating the requirement with existing requirements.

(3) Determine if the requirement falls within the purview of the TMP, i.e. is only for BASOPS use and within the POD. Requirements for other than BASOPS use, e.g. TDY, training missions, inspections and missions outside the POD, require funding approval by the Units budget officer prior to submission to TMP.

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(4) Forward the request to the TMP dispatch office. Request should be provided to the TMP dispatch office as early as possible; however, not later than 3 working days prior to the start of the mission. Emergency requests received within 3 days of the request will be met where assets are available.

c. Requests for assignment of additional vehicles or re-justification of a vehicle on recurring dispatch basis will be:

(1) Initiated using the format provided at enclosure 6.

(2) Signed by the unit commander.

(3) Consolidated by the UTC.

d. Requests for first time NTV Support will be submitted in the format provided at enclosure 6. The assignment of additional NTV will also be submitted in the format provided at enclosure 6. Additional NTVs may be issued if the following conditions are met:

(1) The supported organization picked up an additional mission. This new mission was directed, not self-imposed, and funding is available to pay for the additional NTV.

(2) All NTVs assigned to the unit/activity maintain an 80% or higher utilization rate.

e. The TMP will process the new requirements in order to obtain additional equipment authorizations by submitting a DA Form 4610-R, Request for Change to TDA Authorizations. After authorizations are granted, the requesting unit/activity will be notified.

5. Utilization Standards:

a. The minimum utilization standards outlined in reference 1(c) is to maintain a NTV on a recurring dispatch basis are a monthly mileage of 833 miles (1340KM) and a utilization rate of 80% on the days available. NTVs not meeting the minimum utilization rates for three consecutive months will be withdrawn and placed in the general dispatch fleet. To prevent the loss of an assigned NTV, it is recommended that the UTC anticipate periods of non-use (i.e. users on leave etc.), and return assigned NTV for that period to the general dispatch fleet.

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b. Ensures that users fully complete the trip tickets.

c. In accordance with paragraph 1-6a(3) of reference 1(g) units may request an exception to policy to maintain NTV which do not meet the utilization standard based upon criticality of use. Requests based upon this exception should be forwarded to the 405th AFSB, LRC, Director. Request of this nature should also include a GFEBS Line of Accounting (LOA) or a Military Interdepartmental Purchase Request (MIPR) DD Form 448 with sufficient funds to cover the cost of the rental and operation of the vehicle for the year.

6. Dispatch Procedures:

a. Operators must possess a valid US Government Motor Vehicle Operator's Identification Card (OF346) issued by any USAREUR driver testing station and an equivalent, either USAREUR POV license or a host nation license which covers the type and class of vehicle being dispatched.

b. The operator of the NTV is responsible for the proper operation, utilization, control, maintenance, cleanliness and security during the dispatch period. Operator's responsibilities are listed at enclosure 4. The operator is responsible for the proper completion of the trip ticket and the PMCS checklist (see enclosure 7).

c. The vehicle operator will report to the TMP dispatch office with a copy of the approved request. Vehicle will be picked up within two hours of the requested pick up time or your request will be forfeited. If the request is for a location outside the POD the operator will provide the dispatcher with a copy of the risk assessment required by reference 1(g). The vehicle keys and a blank PMCS checklist will be provided to the operator to conduct the PMCS checks. The inspection sheet will be verified by the inspector or in his absence the dispatcher. Any deficiencies will be noted on the inspection sheet and brought to the attention of the dispatcher immediately.

d. The dispatcher will then print the trip ticket and ensure that the operator is made aware of the vehicle return date indicated on the trip ticket. Failure to return the NTV at the established time will be treated as an illegal dispatch and reported to the MPs. Any NTV which is returned late more than twice in any six month period will be assigned only on a daily dispatch basis.

e. The individual who authenticates the request for motor vehicle transportation, the senior occupant and the unit commander to whom the equipment has been dispatched,

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are responsible for the supervision of the driver and will ensure compliance with this SOP.

f. Upon return to the TMP or upon re-dispatch, the NTV must be returned in a clean condition with fuel tank filled. An automatic car wash facility and vacuum cleaners are available in the TMP.

7. The TMP is funded to provide BASOPS NTV support for units and activities located within the USAG Wiesbaden area of responsibility (AOR). Unit Commanders are required to provide the 405th AFSB-LRC Director with a GFEBS Line of Accounting (LOA) or a Military Interdepartmental Purchase Request (MIPR) DD Form 448 to cover initial cost for reimbursable services at the start of the fiscal year. Failure to provide the LOA or MIPR NLT 1 Dec will result in termination of reimbursable services. Funding on the LOA or MIPR will be calculated based on the level of support provided by TMP in previous years. Cost estimates can be obtained from the TMP by calling 548-7808.

8. The TMP is not funded to provide NTV support:

a. For travel outside the POD.

b. For any travel associated with training, TOE missions or TDY. This includes any support provided for field training exercises or the transportation to training sites such as Baumholder, Grafenwöhr, Hohenfels or Vilseck.

c. For any purpose other than providing support to BASOPS:

(1) Units and or activities requesting NTV support for activities outlined in paragraphs 8(a-c) of this SOP, regardless if it is with a unit assigned NTV or an NTV requested from the general dispatch fleet, must provide a GFEBS Line of Accounting (LOA) or a Military Interdepartmental Purchase Request (MIPR) to cover all cost associated with the provisions of the support. This includes the daily rental charges plus any accumulated mileage charges. Rental charges will be calculated IAW with current IFMS rates. The minimum rental charge for a vehicle is three days plus any accumulated mileage charge. Vehicles rented for less than 30 days will be charged on the daily rate basis. Vehicles rented for over 30 days will be charged at the monthly rate. The IFMS rental rates will be made available to UTCs upon request.

(2) In addition, the use of 405th AFSB, LRC, TMP NTV inside a military training area such as Grafenwöhr, Hohenfels or Vilseck is prohibited.

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9. The 405th AFSB, LRC-Wiesbaden permissible operating distance (POD) established IAW reference 1(g) is a one way distance of 100 KM. The use of TMP assigned NTVs outside the POD is prohibited without prior approval of the TMP. Units and or activities supported by the 405th AFSB, LRC TMP which anticipate the use of NTV for such missions are required to:

a. Initiate a request (see enclosure 5) and submit to the TMP. These requests may be provided by e-mail and can be downloaded at:

<http://www.wiesbaden.army.mil/sites/directorates/wiesbadendolinternet/index.htm>

b. For units or activities requiring exceptions on a recurring basis, a blanket request may be submitted.

c. For each request, appropriate funding to cover daily rental and accumulated mileage costs must be supported by MIPR.

d. In accordance with paragraph 1-7 in reference 1(g) a risk assessment must be completed. Certification that this risk assessment has been conducted is required.

e. Failure to obtain prior approval to travel outside the POD may result in the withdrawal of NTV support.

10. Newly assigned unit commanders, activity directors and designated UTCs should make initial contact and coordination with the TMP Chief, DSN 548-7840. The purpose of the initial contact and coordination is to provide the requesting unit or activity the opportunity to receive information about services available, and policies and procedures governing the use of NTVs. Units requiring transportation support must submit a request for recurring transportation service (see enclosure 6) annually.

11. Each organization requesting NTV transportation services must appoint a primary and an alternate UTC in writing and provide a copy to the TMP (see enclosure 8). The appointed UTCs should be at the highest possible and practicable level of the organizational structure, controlling a maximum number of assigned NTVs. Whenever personnel changes occur, appointment memorandum will be provided with the names of the new personnel.

12. Vehicles assigned on a recurring dispatch basis shall only be used for the purpose stated in the approved vehicle justification. If mission changes or usage other than that approved in the justification is required, this must be coordinate through the TMP.

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13. Restrictions and guidelines for the official use of NTVs are outlined in paragraphs 1-6 reference 1(c). The unauthorized misuse of an Army owned or controlled vehicle may be cause for disciplinary actions as follows:

a. Civilian Personnel: Any employee of the government who willfully uses or authorizes the use of any U.S. government owned or leased passenger motor vehicle (except for official purpose as authorized by 31 U.S.C. Section 1344 and reference 1(g), or otherwise violates section 1344 shall be suspended from duty, without compensation, for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant 31 U.S.C. 1349(b).

b. Military Personnel: Military personnel who willfully use or authorize the use of any U.S. government owned or leased motor vehicle (except for official purposes as authorized by 31 U.S.C. Section 1344 (31 U.S.C.) may be disciplined under provisions of the Uniformed Code of Military Justice (UCMJ) or other administrative procedures deemed appropriate.

c. Local National Employees (LN): Supervisors will, on a case-by-case basis for any offenses pertaining to misuse of government equipment, use a graduation of oral admonishments, written admonishments, and, finally, a notice of termination as indicated in reference 1(e).

d. Further restrictions on the use of NTVs are as outlined below:

(1) Unless specifically approved by the commander see reference 1(c) or activity director, NTVs will not be used in or near the PX, commissary and other shopping facilities. If use of an NTV is required in these areas, a letter of authorization signed by the commander or activity director shall be affixed in both front and rear windows for the vehicle while parked at the facility. The MPs have been instructed to ticket any NTVs parked in shopping areas without the required authorization.

(2) By definition, NTVs are commercially designed vehicles for use in normal road conditions. As such, they will not be used in or around training areas. Their use is restricted to paved roads in a clean environment. Their use in extensively dirty and muck covered roads can cause extensive damage both to the interior, the engine, and the transmission. Their use is therefore restricted to the travel, to and from training areas (after appropriate approval has been obtained).

e. The speed limits for NTV categories are as shown below:

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Vehicle Category	Urban Areas	Autobahn	Other Roads
NTVs under 7,000 GVW (for example: sedans, cargo trucks, carryalls, panel trucks)	31 MPH 50 Kilometers/hour	74 MPH 120 Kilometers/hour	60 MPH 100 Kilometers/hour
NTVs under 7,000 GVW with trailers	31 MPH 50 Kilometers/hour	50 MPH 80 Kilometers/hour	50 MPH 80 Kilometers/hour
Buses with passengers seated	31 MPH 50 Kilometers/hour	50 MPH 80 Kilometers/hour	50 MPH 80 Kilometers/hour
Buses with passengers standing	31 MPH 50 Kilometers/hour	not authorized	not authorized
NTVs over 7,000 GVW (for example truck stake, truck tractor)	31 MPH 50 Kilometers/hour	50 MPH 80 Kilometers/hour	37 MPH 60 Kilometers/hour

f. Speed limits in this table are the maximum speeds allowable under ideal road, weather and traffic conditions. When there is a conflict between posted speed limits and Army speed limits, the lower speed limit always applies. All posted speed limits will be obeyed. The maximum speeds allowed may be too fast under certain road or traffic conditions, such as inclement weather.

14. The procedures and policy for the reimbursement for accident and damage other than fair wear and tear, definitions of fair wear and tear is contained in reference appendix b(4), reference 1(c). Timelines outlined in paragraph 7 of this SOP for submission and completion of LOA or MIPRS will be met or NTV support will be curtailed. Where damage has been caused by a vehicle assigned or owned by another

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unit or agency it becomes the responsibility of the using unit to obtain reimbursement of any damage costs. The accident damage will be billed to the using unit.

15. In accordance with reference 1(n) shuttle bus services may be provided on a non-reimbursable basis for:

- a. Enlisted Soldiers traveling between troop billets, places of duty and dining facilities, if the Commander determines that travel is incident to the performance of duty.
- b. Military personnel and Department of Defense (DOD) employees between offices and work areas of the installation or activity during designated duty hours when justified by ridership.

16. Fuel, oil, and lubricants: Fuel and oil can be obtained at the Interagency Fleet Management System (IFMS) contracted suppliers. Oil and other consumable supplies for non-IFMS vehicles which are dispatched by the 405th AFSB TMP will be obtained by the using unit. For further information call the TMP at DSN 548-1800/7809. Procedures to obtain a fuel card are contained in reference 1(l).

17. Accident prevention is the responsibility of every individual. Emphasis on accident prevention should be stressed at each level in the chain of command. Vehicle operators involved in at fault accidents, traffic violations, misuse of equipment, or who have otherwise demonstrated the need for additional training on military vehicles or equipment must attend the mandatory Remedial Drivers Training conducted by the 405th AFSB, LRC Driver's Testing Office. The training will be annotated of the individual's DA Form 348 by the 405th AFSB, LRC Driver's Testing Personnel. Three key areas of the TMP accident prevention program are:

- a. Operator's training and risk assessments.
- b. The senior occupant exercising their responsibilities.
- c. Vehicle cleanliness.
- d. Education of individuals on safe driving practices shall be conducted and documented at the unit level. It is the responsibility of the unit commander to ensure that assigned personnel receive the Winter Driving Orientation Class (WDOC). Individuals who have not attended the WDOC shall not operate vehicles during the period 15 November through 31 March each year. The operator's unit/activity is

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responsible for conducting training and coordinating with the Driver's Testing Station to ensure that the training is annotated on the DA Form 348 and Optional Form 346.

18. The TMP will monitor the driving techniques of operators through actual observations, military police reports, reports from local authorities and reports from concerned individuals observing unsafe and improper driving practices.

a. The USAG Wiesbaden Department of Emergency Services (DES) will notify the unit commander and Drivers Testing Training Section of any reported safety and traffic violations. In accordance with reference 1(c) commanders will assess traffic points for violation while driving an NTV against the OF 346 of the individual concerned. Points and suspensions will be awarded IAW with table outlined below:

(1) Table 1-Speeding Suspensions:

Exceeds the posted speed limit by	Days Suspension 1 st offense	Days Suspension 2 nd offense
5 to 10 mph (8 to 16 kph)	7	14
11 to 15 mph (17 to 25 kph)	14	28
16 to 20 mph (26 to 32 kph)	21	42
20 mph (33 kph) or more	30	60

(2) Table 2-Seatbelt Suspensions (Failing to Wear or Require Passengers to Wear):

Offense	Days Suspension
First	7
Second	30
Third and Subsequent	180

b. LN employees may be exempt from the above suspension tables. On a case-by-case basis for the above offenses, employers should use a graduation of oral admonishments, written admonishments, and finally a notice of termination in accordance with reference 1(e).

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c. Vehicle operators who have been cited for a traffic offense will be required to attend remedial driver's training. Failure to attend remedial drivers training within 30 days of offense will result in withdrawal of OF 346.

19. The below listed actions shall be taken when vehicles are involved in an accident:

a. Stop immediately, and warn other motorists of an existing hazard by applying flashers and placing warning devices in built up areas 50 meters, outside built up areas 100 meters, on autobahns 200 meters behind the obstruction and always ahead of blind curves, which may require extra distance.

b. Render any possible assistance to the injured.

c. Notify the military or the local police as soon as possible. Leaving the scene of an accident is a criminal offense.

d. Complete the Operator's Report of Motor Vehicle Accident (SF 91). In the event the operator cannot prepare a SF 91 (because of injury or death), the senior occupant will complete it.

e. Drivers shall not admit liability orally or in writing.

f. Drivers shall not make official investigation reports (including SF 91) available to any individual or representative of any non-DOD organization.

g. Drivers will fill out and exchange Accident Identification Cards (DD Form 518) with the other party involved at the scene of the accident.

h. Drivers will immediately return the vehicle and SF 91 to the TMP. The driver will call DSN: 548-1800/7843 and notify the TMP, if the vehicle is disabled. The driver will stay with the vehicle until it is recovered.

i. Appropriate action will be taken in instances, when drivers or responsible individuals fail to report accidents.

20. The vehicle operator and the UTC are responsible to monitor the scheduled services of the NTV. The service iterations (mileage and date) are printed on the trip ticket. Failure to get the scheduled services performed on time may result in financial liability of the using organization and the discontinuation of recurring dispatch. Prior to

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taking a vehicle to a vendor for service, the vehicle will be thoroughly cleaned and detailed. Any deficiencies with the vehicle will be identified on the service sheet completed at the vendor. Vehicles turned in for maintenance repair and/or services may not be replaced; but, on a case by case basis, a replacement may be provided if available.

21. Roadside Recovery Service: When a vehicle breaks down during operation; the operator must put on the reflective safety vest before leaving the vehicle and then immediately post warning devices, in built up areas 50 meters, outside built up areas 100 meters and on autobahns 200 meters behind the obstruction, IAW the German traffic law. During duty hours contact the TMP at DSN 548-1800/7809 or civilian telephone no. 0611-143-548-1800/7809 or the wrecker service indicated in the IFMS Fleet Vehicle Roadside Recovery Bulletin contained in the glove box of each vehicle. After duty hours, please contact the Military Policy at 0611-705-5096 or 5097. The manufacture's service phone number is located in the vehicle either on the door jam or in the front window. The numbers are also contained in the IFMS Fleet Vehicle Roadside Recovery Bulletin. For IFMS leased vehicles; Emergency Roadside Recovery (Wrecker) Service is available 24 hours a day, seven days a week.

22. The procedures for the security of NTVs and their keys are contained in reference 1(c). Additional information and instruction are provided below:

- a. NTVs will be parked on post. Exceptions must be approved by the LRC director or ITO.

- b. To avoid traffic accidents, NTVs will always be backed into parking spaces. The proper procedure involves the driver driving past the parking space ensuring that there are no obstructions located within the vicinity of the parking space then, with assistance of a ground guide, back into the parking space.

- c. When picking up a vehicle which has been in for repair at a vendor the operator will always give the vehicle a security check before entering or starting the vehicle. This check will include looking around and under the vehicle for suspicious objects.

- d. When not in use, the keys, dispatch record, and fuel card (if signed out) will be secured in a locked container see reference 1(c) by the UTC.

23. Painting, Marking, and Identification: All painting, marking, and identification of NTV shall be coordinated and approved by the TMP only. Special identification such as unit crests, slogans, stickers, etc. shall not be attached to TMP vehicles.

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24. Modifications and Alterations: Vehicles will not be modified in any way without approval of the Commander, USAG Wiesbaden and IMCOM-Europe - IFMS. Requests for modifications shall be submitted to the TMP. A blank modification request can be obtained from TMP operations. Modifications may not exceed 10% of the acquisition cost of the vehicle. The requester will fund all costs related to the installation and de-installation of the requested items. The removal of seats from NTVs is not authorized. Cargo vehicles are available from the TMP general dispatch fleet. Users are not authorized, without prior permission, to put or use either German or USAREUR POV plates (undercover) on vehicles dispatched from the TMP.

25. Vehicle Misuse/Abuse:

a. The TMP manager is responsible for investigating all reports of suspected misuse/abuse. The TMP will inform using organizations of suspected misuse/abuse.

b. Unit commanders and activity directors are responsible to investigate the suspected misuse/abuse cases and shall provide their findings in writing.

c. Organizations, which are suspected of repeated misuse/abuse of NTV, will lose their recurring dispatch privileges.

26. When an IFMS vehicle is used outside Germany, the using organization assumes full responsibility for procurement of POL products, and maintenance and roadside recovery services. The procedures to obtain approval to take an NTV outside of the country are provided below:

a. A request for entry/transit by military ground vehicles must be completed and submitted to the local Branch Movement Control Team (BMCT) for processing at DSN: 334-2216 or 2617. The BMCT will process the request through channels to obtain permission from the government of the countries that will be transited. U.S. forces personnel may not proceed to transit until they have received confirmation that approval has been granted to cover their specific movement.

b. More information about diplomatic and transit border clearances is available in DOD 4500.54-G at <https://www.fcq.pentagon.mil/fcq.cfm>.

c. Whenever an IFMS vehicle is taken out of an area in which the IFMS provides service, the using unit is responsible for the cost of recovering the vehicle in case of a breakdown or accident and returning it to the IFMS area of operation. IFMS contracts

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do not cover the recovery of vehicles that break down during transit to Italy through Austria or Switzerland.

d. Third-party insurance is not required when traveling in NATO and most Partnership for Peace countries. However, using units may need to purchase commercial liability insurance for travel in countries that do not provide an exemption under diplomatic clearance or a Status of Forces Agreement (SOFA).

27. To achieve maximum utilization of all vehicles of the fleet, it is necessary to rotate vehicles among users to equalize the accumulation of mileage among vehicles of same type and year. Vehicles with high accumulated mileage will be rotated with vehicles with low mileage. All vehicles are subject to rotation, except special purpose vehicles (SPV).

28. Military vehicles on official dispatch are exempt from smog alert bans (high ozone value), but their operation should be limited to minimum mission essential needs. Vehicle speed limits should be reduced to 56 miles per hour (90 Kilometers per hour) on Autobahns and 37 miles per hour (60 Kilometers per hour) on other public roads, but not to exceed the posted speed limit applicable for the road and the driving conditions. Users are required to ensure that a copy of exception to policy (appendix J) from HQ USAREUR is available inside the vehicle.

29. Point of contact is Mr. John P. Stapleton DSN: 548-7804, CIV: 0611-143-548-7804, E-mail: john.p.stapleton1.ln@mail.mil.

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8. Encls
1. UTC Responsibilities
2. Senior Occupant Responsibilities
3. Supervisor's Responsibilities
4. Operator's Responsibilities
5. NTV Request Form
6. Request for NTV and Re-Justification of Assigned NTV
7. Preventive Maintenance Checks (PMCS)
8. UTC Appointment Orders

HEINZ W. KAFFENBERGER
Director

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Unit Transportation Coordinator Responsibilities

1. Serve as the unit POC for all NTV issues, including NTVs in recurring-dispatch status and requests for NTVs from the general dispatch fleet.
2. Attend required training on the duties, responsibilities, and procedures for sound fleet management practices.
3. Obtain and be familiar with the USAG standing operating procedure (SOP). This SOP is available from the local TMP.
4. Create and maintain an in-house scheduling system to ensure customer NTV requirements are recorded and met.
5. Consolidate and coordinate NTV requirements to ensure the maximum possible use of the unit NTV fleet.
6. "Right-size" the unit fleet to ensure that assigned vehicles meet utilization standards.
7. Provide guidance, assistance, and documentation to unit personnel when they are referred to the TMP for general-dispatch support.
8. Ensure all personnel using recurring-dispatch vehicles are properly licensed, conduct preventive maintenance checks, and are familiar with NTV use and documentation requirements.
9. Ensure dispatch sheets are properly completed and that all NTV use (miles driven and days used) is documented.
10. Conduct quarterly utilization reviews based on total unit transportation requirements for recurring dispatch vehicles, privately owned vehicle (POV) mileage, commercial bus and rail, and general-dispatch NTV use.

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11. Serve as the TMP POC for the resolution and payment of fines for traffic violations and reimbursement for accidents incurred by unit NTV users.

12. Serve as the TMP POC for requests for modification of assigned NTVs.

Modification

requests must meet Army garrison and TMP guidelines for permissible work. The requesting unit will pay for the original modification and the restoration of the vehicle to its original configuration and design.

13. Comply with policy and instructions on reporting utilization data.

14. Coordinate the timely delivery of assigned NTVs to maintenance vendors for service and

repair as directed by the TMP. Local contractors will perform all maintenance, repairs, and warranty service on IFMS vehicles. The TMP will notify UTCs with instructions on the turn-in for routine maintenance and scheduled services. UTCs will coordinate the delivery of the NTV, pickup and delivery of the driver, and later retrieval of the NTV.

15. Record maintenance downtime on the dispatch sheet and coordinate with the TMP to report

when NTVs are placed in and returned from maintenance status. UTCs will inform the TMP of all maintenance issues with local contractors.

16. Serve as the unit POC for NTV breakdowns. This includes informing unit leaders and NTV

users that the unit is responsible for coordinating and providing onward or return transportation to stranded users. Units must coordinate with the TMP for the assignment of alternate NTVs or make alternate transportation arrangements to recover stranded NTV users. Onward and return transportation of stranded NTV users is not the responsibility of a vehicle-recovery contractor, the TMP staff, or the IFMS.

17. Immediately notify the TMP if an NTV user reports a vehicle breakdown or accident. The TMP will require enough information to coordinate vehicle recovery.

Encl 1

ASEU-LWI

SUBJECT: Standard Operating Procedure (SOP) for Transportation Motor Pool

Senior Occupant Responsibilities

1. Ensure the driver does not exceed the maximum operating hours listed in AR 385-55 without a rest break.
2. Not permit a driver who appears fatigued or physically, mentally, or emotionally impaired to operate a vehicle.
3. Ensure the authorized seating capacity of the vehicle is not exceeded.
4. Ensure vehicle occupants wear installed restraint systems when the vehicle is in motion.
5. Assist the driver in recognizing unsafe traffic situations and unsafe mechanical conditions of the vehicle.
6. Assist the driver in backing or executing other difficult maneuvers.
7. Ensure the driver complies with road signs and posted speed limits and adjusts as dictated by weather, traffic, and road conditions.
8. Ensure highway warning devices are properly displayed when the vehicle is stopped on or beside the traveled portion of the street, road, or highway see FM 21-305.
9. Post personnel, if applicable, to warn approaching traffic when the vehicle is halted or disabled in a manner that may obstruct traffic.
10. When traveling in convoy, relay to the last vehicle information received from the convoy commander and ensure compliance with march discipline when at a halt.
11. Ensure tire chains are used when needed and are removed when no longer needed.
12. Ensure the driver maintains proper interval between vehicles.
13. Ensure Operator's vision is not obstructed.
14. Ensure that only authorized personnel are allowed to travel in Government vehicles, and that Government vehicles are used for official purposes only.
15. Be responsible for the overall safety of the occupants see AR 385-55.

Encl 2

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SUBJECT: Standard Operating Procedure (SOP) for Transportation Motor Pool

Supervisor's Responsibilities

1. Ensure personnel are trained in operator preventive maintenance checks and services (PMCS), safe driving practices, and correct loading techniques.
2. Continually spot check and supervise personnel in the areas listed in operator responsibilities see enclosure 4.
3. Review operator forms and records for accuracy and completeness as required by the chain of command.

Encl 3

ASEU-LWI

SUBJECT: Standard Operating Procedure (SOP) for Transportation Motor Pool

Operator's Responsibilities

1. Operate vehicle or equipment in a safe and prudent manner.
2. Familiarize themselves with the manufacture's operator's instructions located operator's manual in the vehicle glove box.
3. Report unsafe operating conditions of vehicles or equipment.
4. Report all accidents to his or her supervisor and to the motor pool that dispatched the equipment.
5. Comply with all municipal, State, and military motor vehicle or equipment regulations, as required.
6. Ensure cargo (including personnel) is properly loaded, secured, and protected from the elements prior to transport.
7. Ensure vehicles or equipment and their contents are properly secured when left unattended.
8. Ensure vehicles or equipment is properly serviced.
9. Wear installed restraint systems.
10. Back vehicles and use ground guides according to the provisions of AR 385-55 and FM 21-305.
11. Inform supervisor if using medication that may adversely affect vision or coordination, or cause drowsiness.
12. Maintain cleanliness of the vehicle, a dirty vehicle creates a safety hazard.

Encl 4

ASEU-LWI

SUBJECT: Standard Operating Procedure (SOP) for Transportation Motor Pool

NONTACTICAL VEHICLE (NTV) REQUEST	
AUTHORITY : Management Acquisition and use of Motor Vehicles, DOD 4500-36R and AR 58-1. PRINCIPAL PURPOSE : Request Non Tactical Vehicle Support. Request Permission to Exceed the POD with a Unit Assigned Vehicle. Request Permission to Exceed the Permissible Operation Distance (POD) with a General Dispatch (GD) vehicle. DISCLOSURE : Disclosure of this information is mandatory, failure to provide the requested information may impede, delay or prevent further processing of this request.	
PART I (To be completed by Requester)	
1. NAME (Last, First, Middle Initial)	1a. ORGANIZATION/SECTION
1b. JOB TITLE	2. PHONE (DSN or Commercial)
2a. CELL PHONE (if applicable)	2b. OFFICIAL E-MAIL ADDRESS
3. REQUEST FOR <input type="checkbox"/> VEHICLE <input type="checkbox"/> TO EXCEED POD WITH GD NTV <input type="checkbox"/> TO EXCEED POD WITH ASSIGNED NTV	3a. TYPE: NUMBER OF PASSENGERS: 4. DATE FROM: TO:
5. DESTINATION	5a. OUTSIDE 100 MILE OPERATING DISTANCE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK
6. GENERAL PURPOSE OF REQUEST <input type="checkbox"/> TDY <input type="checkbox"/> TRNG <input type="checkbox"/> FTX	<input type="checkbox"/> OTHER
7. JUSTIFICATION FOR REQUEST	
I AM AWARE OF MY PERSONAL RESPONSIBILITIES FOR PROPER USE, CARE AND SAFEGUARD OF GOVERNMENT PROPERTY IAW AR 710-2. MY SIGNATURE BELOW INDICATES MY AWARENESS.	
8. DATE	9. REQUESTER SIGNATURE

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Encl 5

ASEU-LWI

SUBJECT: Standard Operating Procedure (SOP) for Transportation Motor Pool

NTV Request Form (con't)

PART II - (To be completed by Unit Transportation Coordinator (UTC))		
10. E-MAIL	10a. DSN PHONE	
10b. CELL PHONE	10c. FAX	
11. THIS REQUEST CAN BE MET WITH A UNIT ASSIGNED NTV	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12. ADDITIONAL FUNDING REQUIRED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13. ADDITIONAL FUNDING HAS BEEN APPROVED FOR THIS REQUEST	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14. IS A RISK ASSESMENT FOR TRAVEL OUTSIDE THE POD AVAILABLE	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15. THIS REQUEST HAS BEEN APPROVED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16. ADDITIONAL INFORMATION		
I CERTIFY THAT THIS REQUEST IS EITHER FOR OFFICIAL USE IAW AR & AER 58-1 OR THE APPROPRIATE CLARIFICATION HAS BEEN REQUESTED FROM STAFF JUDGE ADVOCATE (SJA) AND THE REQUIRED APPROVAL WILL BE PROVIDED TO TMP NLT 24HRS PRIOR TO PICK UP DATE.		
17. UTC NAME	DATE	SIGNATURE
PART III (TMP use only)		
18. THIS REQUEST HAS BEEN <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> OTHER	19. REGISTRATION USA #	
20. COST DATA		
KM	KM RATE	KM COST
DAYS	DAILY RATE	DAILY COST
		TOTAL COST
21. APPROVING OFFICIAL	DATE	
22. REMARKS	23. SIGNATURE OF APPROVING OFFICIAL	

NTV FORM OCT 2012

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Encl 5 (con't)

ASEU-LWI

SUBJECT: Standard Operating Procedure (SOP) for Transportation Motor Pool



DEPARTMENT OF THE ARMY
UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR 405th AFSB, Logistics Readiness Center, Wiesbaden, ATTN:
ASEU-LWI, UNIT 29623, APO AE 09005-9623

SUBJECT: Letter of Justification for Non-tactical Vehicle Support

1. Justification for assignment of Non-tactical Vehicle (NTV) is provided below:

a. **Type of vehicle required:** (i.e. Sedan, Station Wagon, 7 Passenger Van, Cargo Van, etc. If a vehicle is currently assigned for this requirement, indicate the USA Number of vehicle).

b. **Purpose and Mission the vehicle is required to support:**

c. **Impact statement if support is not provided:**

d. **Locations frequently traveled:**

e. **Anticipated monthly usage (kilometers):**

f. **Estimated monthly usage (days):**

g. **Name and rank of the Unit Transportation Coordinator (UTC):**

h. **Indicate if this requirement is reimbursable or not:** (All requirements not in direct support of BASOPS are reimbursable).

2. Point of Contact is the undersigned at DSN: XXX-XXXX or email:

john.doe@us.army.mil

Commander or Directors' Signature Block

Encl 6

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ASEU-LWI

SUBJECT: Standard Operating Procedure (SOP) for Transportation Motor Pool

NTV INSPECTION CHECK SHEET

Vehicle Type	<input style="width: 90%;" type="text"/>	DATE	<input style="width: 90%;" type="text"/>
USA Reg. No	<input style="width: 90%;" type="text"/>	Plate No.	<input style="width: 90%;" type="text"/>
KM/Miles	<input style="width: 90%;" type="text"/>	Before Operation	<input style="width: 50px; height: 20px;" type="checkbox"/>
Date Returned	<input style="width: 90%;" type="text"/>	After Operation	<input style="width: 50px; height: 20px;" type="checkbox"/>

Items to Inspect	OK	Defect	Missing	Damaged	Low	Leaking	Dirty/Soiled	Body & Accident - Please check and mark area of damage! Using listed codes: "C" = Cracked/Chipped; "D" = Dented; "R" = Rusted; "M" = Missing; "S" = Scratched; "O" = Other (explain)
	↓	↓	↓	↓	↓	↓	↓	<u>Explanation</u>
Body, Doors, Hood								<div style="display: flex; align-items: center; justify-content: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 0.8em; margin-right: 10px;"> <input type="checkbox"/> Das Fahrzeug wurde ohne Schaedten uebergeben! The Vehicle is delivered without damage ! </div> </div>
Light system								
Tires								
Spare tire/Repair kit								
Jack & Tools								
Engine & Oil level								
Brakes & Fluid level								
Cooling System (level)								
P/Steering & Fluid								
Washer & Fluid								
Exhaust								
Air System & Lines								
Carpet, Seats & Trim								
Gauges & Instruments								
Horn & Mirrors								
Wipers & Blades								
W.Shield & Windows								
Safety Vest								
1 Aid Kit								
Fuel Key								
Others								

I have performed the above listed checks and received/returned the vehicle in condition as stated hereon.

Unit & Signature of the Driver / Receiver Tel. _____

Signature of TMP Representative Pre- Operation Check _____ After Operation Check _____

Encl 7

ASEU-LWI

SUBJECT: Standard Operating Procedure (SOP) for Transportation Motor Pool



DEPARTMENT OF THE ARMY
UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR USAG Wiesbaden Directorate of Logistics Transportation Motor Pool

Subject: Appointment Letter for Unit Transportation Coordinator

1. References:

a. Army Regulation 58-1, Management, Acquisition and Use of Motor Vehicles, 10 August 2004.

b. Army in Europe Regulation 58-1, Management, Acquisition and Use of Motor Vehicles, 25 April 2007.

3. The following individuals are appointed as Unit Transportation Coordinators (UTC):

a. Primary: FULL NAME, RANK, TITLE

b. Alternate: FULL NAME, RANK, TITLE

c. Second alternate: FULL NAME, RANK, TITLE

4. UTCs are responsible to coordinate, approve and disapprove all transportation requirements for (All organizations and subordinate units and sections should be named). Additional responsibilities are outlined in paragraph 1-5d of reference 1b.

5. Instructions: Within 30 days of receipt of these orders:

a. Read and digest references cited above and the USAG Wiesbaden SOP.

b. Coordinate with the Transportation Motor Pool to receive the UTC briefing.

6. Point of Contact is the undersigned at DSN: XXX-XXXX or email: john.doe@us.army.mil

SIGNATURE BLOCK OF COMMANDER OR DIRECTOR

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